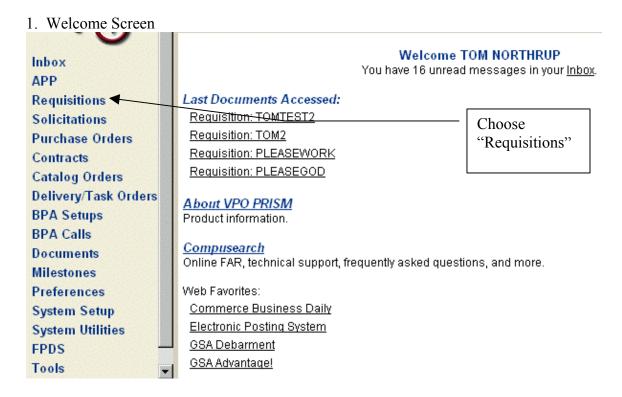
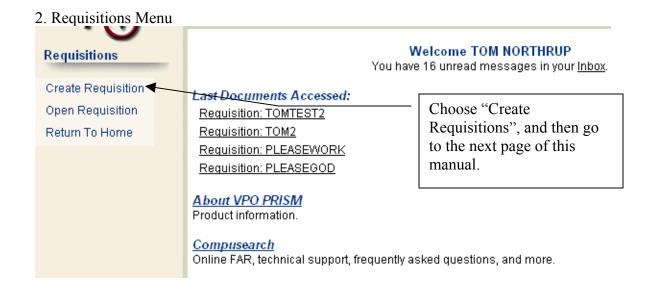
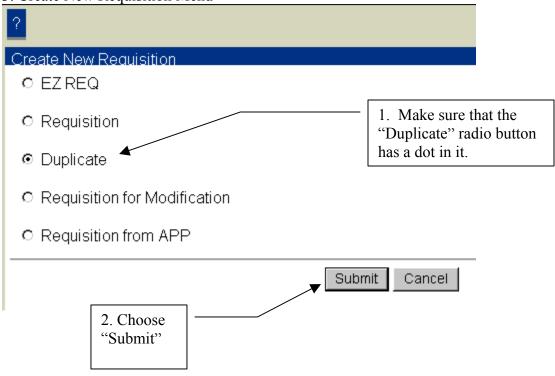
Duplicating a Requisition

Are you tired of doing similar requisitions from scratch over and over again, well you are in luck then Requisitioners. Prism offers a feature that allows you to duplicate all of the old information from a previous requisition in order to speed up the time it takes to input a new requisition. Once you find the requisition you want to duplicate you can edit all the same fields that you could in an EZ Requisition or a Full Requisition.



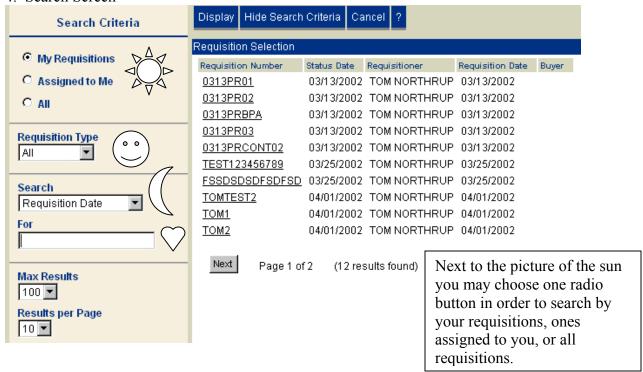


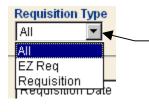




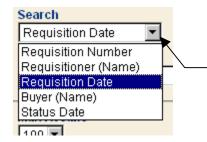
Once you have clicked "Submit", go on to the next page of this manual.

4. Search Screen



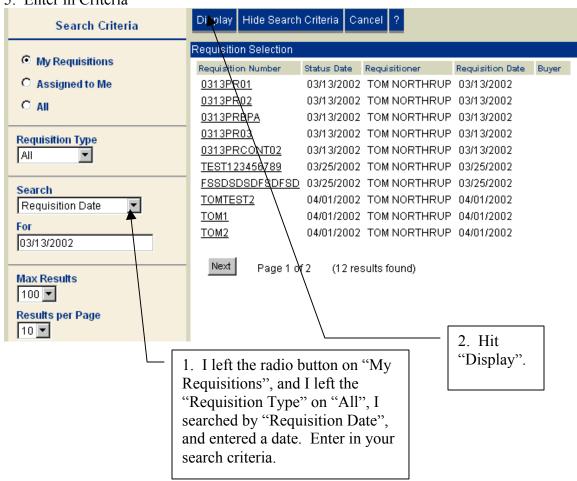


This is the drop down box for the "Requisition Type" field, this is next to the picture of the smiley face. Choose which type of requisition you want to search by, it defaults to "All".

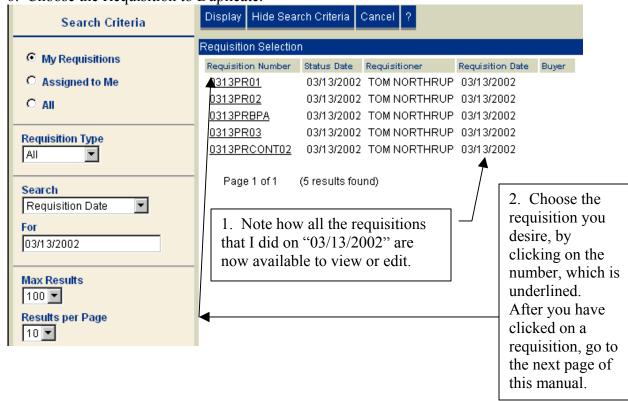


This is the drop down box for the "Search" field, this is next to the picture of the moon. Choose the criteria you wish to search by, it defaults to requisition number. After you choose an option you must fill something in the "For" box (the "For" box is next the picture of the heart). For example if you search by "Requisition Date", you must put in the date you made the requisition. Otherwise it will not narrow the search when you hit display. After you have read this go to the next page of this manual.

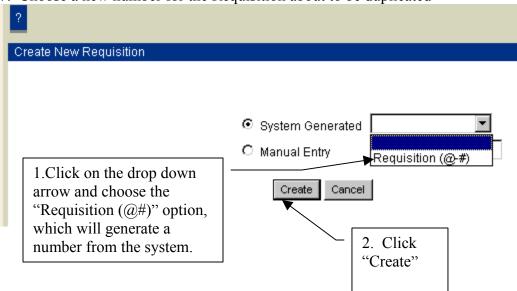




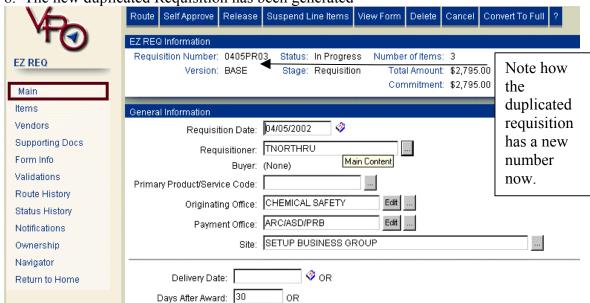
6. Choose the Requisition to Duplicate.







8. The new duplicated Requisition has been generated



You are now free to edit this requisition to tailor it to your new specifications. This method is great if you have to do several of the same requisitions over the course of a year, or if a new requisition is very similar to an older one.